

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3434

TITLE: LIBRARY ASSISTANT I

GRADE: S-13

DEFINITION:

Under the general supervision of a professional librarian, performs paraprofessional library duties in one of the following areas:

In a regional library, serves as assistant page supervisor or associate circulation manager;

In a community library, serves as assistant circulation manager/page supervisor or reader's advisor;

In the Access Services Department, serves as reader's advisor or Access Services information assistant;

In the Collection Management and Acquisitions Department, provides selection support to the librarian selecting juvenile materials and periodicals;

In the Cataloging Department, supervises the preparation/updating of catalog records; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

In the Library Operations Division, positions in this class utilize a detailed knowledge of library operating procedures to assist in supervising a large Library Page staff, supervise support staff in a small department, or provide extensive reader's advisory services at the circulation desk of a community library.

In the Access Services Department, positions in this class utilize a detailed knowledge of available library services to serve elderly, disabled, and/or institutionalized patrons and to provide extensive reader's advisory assistance.

In the Public Services Support Division, positions in this class perform duties requiring a detailed knowledge of library technical procedures.

ILLUSTRATIVE DUTIES:

In the Circulation Department

Manages a regional library's Circulation Department on Sundays;

Interviews, selects, trains, and supervises Library Aides working on Sundays;

Resolves circulation problems and patron complaints, using independent judgement within broad guidelines;

Schedules staff and volunteers and allocates work assignments;

Selects, trains, and supervises Library Pages and volunteers;

In the absence of other circulation managers(s), serves as person-in-charge of the Circulation Department;

Provides extensive reader's advisory services at the circulation desk;

May design and create displays to increase the number of items borrowed by library users.

Access Services Department

Coordinates reader's advisory activities and services for users of Access Services, including homebound patrons and Talking Books users;
Provides active reader's advisory assistance to Access Services patrons of all ages;
Selects books for homebound patrons and prepares rotating collections for groups of patrons;
Assists patrons with information needs, making appropriate referrals for information not readily available;
Maintains familiarity with adaptive equipment for patrons with disabilities and instructs patrons in its use;
Operates automated circulation systems for Talking Books and the Library;
Presents orientation tours to individuals and groups of patrons or potential patrons.

Collection Management Department

Searches professional journals and reviewing publications and checks Inlex for holdings;
Searches Books In Print+ for item availability and print status, and produces screen prints;
Keeps professional reviewing resources in chronological order;
Assigns gift and transfer materials to branches according to pre-selected criteria;
Proofs order forms and checks for inaccuracies;
Oversees the work of volunteers when their primary supervisor is not available;
Does initial searching of patron-generated Please Consider cards in Inlex, selected data bases, and Internet sites;
Searches Internet sites and selected data bases on an as-needed basis;
Answers office telephones when receptionist is not available;
Modifies/deletes existing item records in Inlex;
Calculates prices and quantities of materials as needed by selectors.

Cataloging Department

Supervises/participates in the preparation and updating of permanent catalog records;
Updates bibliographic and Library holdings data on a computer terminal;
Using a personal computer, prints cataloging information onto labels for a variety of library materials.

In each functional area

Communicates and interprets Library policies/procedures for staff and the public;
Promotes Library and County services and programs;
Prepares statistical reports and special reports as required;
Participates in establishing goals and objectives for a branch or department;
Operates a personal computer and peripherals.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of library policies and procedures, particularly those concerning the library program or technical activity to which assigned;

Ability to operate computer, microform, facsimile, vendcard and copier equipment;

Ability to evaluate procedures and recommend improvements;

Ability to analyze problems and recommend solutions;

Ability to effectively supervise others;

Ability to index and file accurately;

Ability to effectively participate in library programs;

Ability to establish/maintain good working relationships with others;

Ability to exercise tact, good judgement, and initiative;

Ability to communicate effectively, both orally and in writing;

Ability to work independently within established policies, procedures, and guidelines.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

High school graduation or possession of a G.E.D. issued by a state department of education;

PLUS

Two years of library experience, including one year of experience performing duties comparable to Library Aide.

CERTIFICATES AND LICENSES REQUIRED:

Depending on area of assignment, an employee may be required to possess a valid Motor Vehicle Driver's License, or obtain one within three months of appointment.

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| REVISED: | March 16, 1999 |
| REVISED: | October 3, 1994 |
| REVISED: | April 22, 1985 |